

BUSINESS AND NONINSTRUCTIONAL OPERATIONS**Inventories**

The maintenance and security of all school equipment shall be the responsibility of those individuals who directly control their use. Inventories will be compiled on forms provided by the central office staff. Completed inventories will be spot checked by the department head before forwarding same to the central office.

Inventories of all school equipment shall be taken annually at the close of school and during the school year when persons having equipment responsibilities leave their positions.

Inventory of consumable items shall be taken in accordance with the division's Financial Guidelines manual.

Editor's Note

See also school board policy #4-41

Approved by Superintendent: April 6, 1987